

SPECIFICATIONS FOR SUBMITTING SCHEDULED CREDITORS ON DISKETTE

General Information

To enable a high volume of cases to be processed within limited time constraints, the computer system in this court provides a procedure for the computerized processing of creditors listed in each case filed. Creditors are initially loaded into the computer database for each case in one of three ways:

1. by "scanning" the matrix supplied by the debtor at the time the case is filed; or
2. by loading information from a diskette supplied by the debtor; or
3. by manual entry.

Scanning is a process that enables a deputy clerk to feed the matrix sheets into an optical character reader ("OCR"). The OCR reads the matrix and transmits the creditor information directly into the system. After a case is scanned or loaded by diskette, all creditors on the matrix are available for query, noticing or claims processing.

The specifications for submitting scheduled creditors on paper or diskette have been modified as of July 1, 1995. Matrices **MUST** be produced using the specifications noted below. An incorrect matrix or diskette will result in a delay in noticing the first meeting of creditors set for the case. Failure to comply with these requirements will result in this matter being brought to the attention of the Court.

Amended matrices containing added parties only may also be submitted on diskette.

Common Requirements for Both Paper and Diskette Submission:

1. Lists should be typed in a single column on the page.
2. Each block of name and address must consist of no more than five (5) total lines, with at least ONE BLANK LINE between blocks. Be sure the address is deliverable.
3. Each line must NOT exceed 40 characters in length.
4. Do not use all caps. Use both upper and lower case characters where appropriate.
5. List the creditor's last name first, first name next, and middle initial. Do not include titles. (i.e., Mr., Mrs., Ms., etc.)
6. Zip codes must be on the last line, along with the city and state. Use the standard 2 letter abbreviations for states. Use capital letters for state abbreviations (i.e., NJ). Do not use periods to separate these initials (i.e., N.J.).
7. Use 9 digit zip codes as much as possible. Use a hyphen for nine digit zip codes. Use only numbers for zip codes.
8. Do not use attention lines or account numbers on the last line (see item 11). Put these on the second line following the creditor's name if needed. The account number should be listed on the second line.

9. Do not include the following parties on your matrix: debtor, joint debtor, attorney(s) for the debtor(s), U. S. Trustee, trustees. They automatically will be included by our computer for noticing.
10. Do not use the following symbols:

% ` (this is a backward apostrophe) ! # \$ ^ * \ + ~ [] () @ |
11. Use "ATTN:" instead of "c/o".
12. Use "PO Box" instead of "P.O. Box".
13. Do not put any other information on the matrix, such as heading, date, lines, page numbers, etc. Use the back of the matrix for case information.

Paper Submission:

1. Matrices containing under 50 creditors may be submitted on either hard copy or on diskette. However, the diskette must be accompanied by a paper copy for verification pursuant to Local Rule 1007-2 (d). (See "Diskette Submission" for specifications.) **The court encourages attorneys to use diskette submissions because of the accuracy of creditor data and efficiency of court time.**
2. Lists **MUST** be typed in one of the following standard typefaces or print styles:
 - (a) Courier 10 Pitch
 - (b) Prestige Elite
 - (c) Letter Gothic
3. No letters should be closer than one (1) inch from any edge of the paper.
4. Case number and debtor's name must be listed on the reverse side.
5. Do not staple matrices.
6. Matrices should be inserted straight in the typewriter or printer. Do not remove the list and reinsert it to complete the matrix.
7. Do not use onion skin, colored or half-sized paper, or erasable bond.
8. Make sure the matrix is clean and reads easily. Use of correction fluid or tape is unacceptable.
9. Submit only clear originals. Photocopies or carbon copies are unacceptable.
10. Printing from dot matrix printers or worn out typewriter or printer ribbons is unacceptable.

Diskette Submission:

All matrices with more than 50 creditors and less than 5000 must be submitted on diskette. Matrices with 5000 or more creditors should not be submitted on diskettes without prior court approval. Submission by diskette is preferred by the clerk's office because it reduces the time involved in adding creditors and ensures greater accuracy. Only one case may be included on each diskette. Submitted diskettes will be kept with the case file folders at the court.

1. Follow the same instructions as you would to produce a paper matrix.
2. Matrices must be prepared using a MS-DOS IBM compatible PC.
3. Diskettes must be 3-1/2".
4. Matrices must be assembled with a program that will produce ASCII text files such as a word processor or text editor, or other programs with the capability of producing output in ASCII format. Sample programs include:

(a) WordPerfect (process to save WordPerfect 5.1 document as ASCII file):

- I. Press Text in/out (Ctrl/F5)
- ii. Select DOS Text (1)
- iii. Select Save (1) to save the file to DOS text format (ASCII);

(b) Microsoft Word;

(c) Lotus AMI PRO;

or any other word processor or editor (edit, etc.) with the capability of creating ASCII files.

5. Save this data in a ASCII format in a file named creditor.scn.
6. "Write protect" the diskette and label the diskette with the case name, attorney or law firm name and address, contact person's name and telephone number, and production date; file the diskette with the petition. If you are mailing the petition, be sure the package is clearly labeled so the diskette doesn't get damaged during shipping and handling. Use special protective diskette envelopes if possible. Diskettes that cannot be processed will be returned for resubmission.

EXAMPLE LABEL:

Debtor:	John Doe, Inc.
File:	creditor.scn 4/19/96
Attorney:	John Lawyer 101 Judicial Dr. Newark, NJ 07102
Contact:	John Paralegal (201) 555-1234

7. A paper copy of the matrix **must** accompany the diskette.
8. Only one case may be included in each diskette.
9. Diskettes should be scanned for viruses prior to being filed with the court.